BC OnLine

Gas Permit System
User's Guide

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Typographic Conventions

Typographic conventions are used with the following meanings:

Screen names and field names are capitalized. For example:
In the Transaction screen, move to the Search field.

Buttons and other "clickable" items appear in bold. For example:
Click **Submit**.

Required input (that you enter exactly as shown) appears in Courier font. For example:
Type: `BC OnLine`

Variable input (that you provide) appears in italic Courier font. For example:
Type your *`Password`*

System messages (and other screen output) appear in bold Courier font. For example:
`PASSWORD CHANGE COMPLETED`

Tips, Notes, Important Notes, Cautions, and Warnings appear as shown below:

Tip
A way to make your work easier.

Note
Further information about the current subject.

Important
An emphatic note about the current subject.

Caution
An important point that could prevent an inconvenience.

Warning
An important point that could prevent a financial loss, or loss of data.

Gas Permit System Overview

British Columbia Safety Authority (BCSA) maintains this system so that gas contractors can obtain installation permits and product approvals, and request inspections online. The system is available seven days a week, from 6:00 a.m. until 10:00 p.m. including statutory holidays.

If you are a licensed gas contractor in good standing, you can use this system to:

- obtain a gas installation permit
- obtain a gas product approval
- request an inspection
- view your outstanding inspection requests
- view the status of an inspection
- view your permit file
- view your product approvals.

The system also provides you with the ability to look up:

- tradespeople
- safety officers for various areas.

A Note on Navigation

If you are an experienced Web user, you are probably accustomed to using your Web browser's Back button to retrace your steps. In the Gas Permit System, it is important that you *do not use the browser's Back button* if another navigation option is available.

The exception to this rule is when you view a document using Adobe Reader. In this case only, you can click your browser's Back button to return from the document display. In all other cases, you should navigate through the system using the menu choices to the left of the screen and any buttons such as Next or Update that appear in the Gas Permit System screens.

The Lookup Button

A lookup button (also called an ellipsis button) appears beside some fields. This button triggers a database lookup (for example, a city name or city code). You can activate this button either by clicking it or by moving to it with the <Tab> key.

Lookup Button (ellipsis button)

Tip
The lookup results appear in a popup window. If you are running a popup blocker, you will have to allow popups in order to view the results.

Browser Settings

We recommend that you adjust the following settings in your browser.

Uncheck Proxy Settings

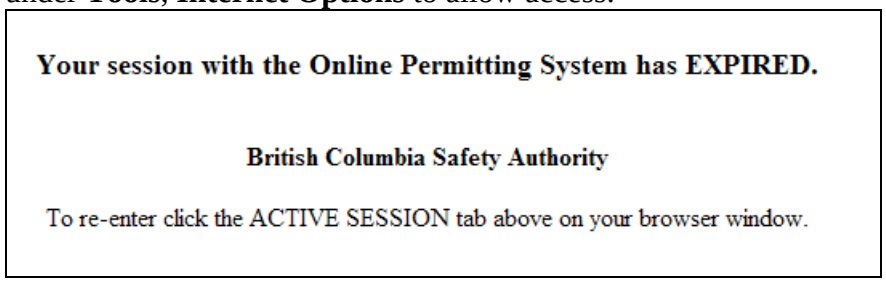
- In Internet Explorer 7 and 8, click the **Tools** menu and select **Internet Options**. Under the Connections tab, click **Lan Settings**. In the LAN Settings window, make sure that the **Use a proxy server for your LAN** box is unchecked.

Caching

- In Internet Explorer 7 and 8, click the **Tools** menu and select **Internet Options**. Under the General tab, in the Temporary Internet files section, click **Settings**. In the Settings window, make sure that **Automatically** is checked.

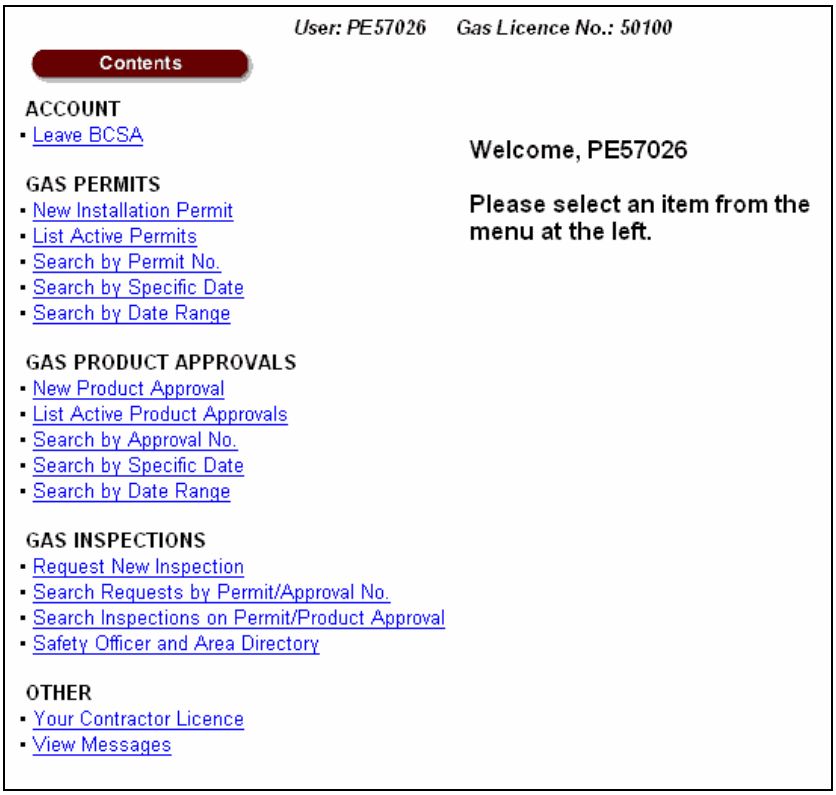
Internet Explorer 8

Tip
If you encounter a system message indicating "Your session with the Online Permitting System has Expired", you may need to adjust your browser settings under **Tools**, **Internet Options** to allow access.


Your session with the Online Permitting System has EXPIRED.
British Columbia Safety Authority
To re-enter click the ACTIVE SESSION tab above on your browser window.

Main Menu

When you enter the Gas Permit system, the first screen you see is the Main Menu.



The Main Menu has five sections, each of which is described in the following topics.

The **Account** section lets you Leave the BCSA System (see page 41).

The **Gas Permits** section lets you:

- Request a New Installation Permit (see page 7)
- List Your Active Permits (see page 14)
- Search Permits by Permit Number (see page 15)
- Search Permits by Specific Date (see page 16)
- Search Permits by Date Range (see page 17).

The **Gas Product Approvals** section lets you:

- Request a New Product Approval (see page 20)
- List Your Active Product Approvals (see page 26)
- Search Product Approvals by Product Approval Number (see page 27)
- Search Product Approvals by Specific Date (see page 16)
- Search Product Approvals by Date Range (see page 29).

The **Gas Inspections** section lets you:

- Request a New Inspection (see page 32) to request an inspection for an existing active permit or product approval
- Search Inspections by Permit/Approval Number (see page 37) to review inspection requests that you have already submitted
- Search Inspections on Permit/Product Approval (see page 38) to search for inspections that have been conducted against your permits or product approvals
- View the Safety Officer and Area Directory (see page 39) to look up names and telephone numbers of gas safety officers.

The **Other** section lets you look up your contractor licence or view messages of interest to gas contractors. See Other Functions on page 40.

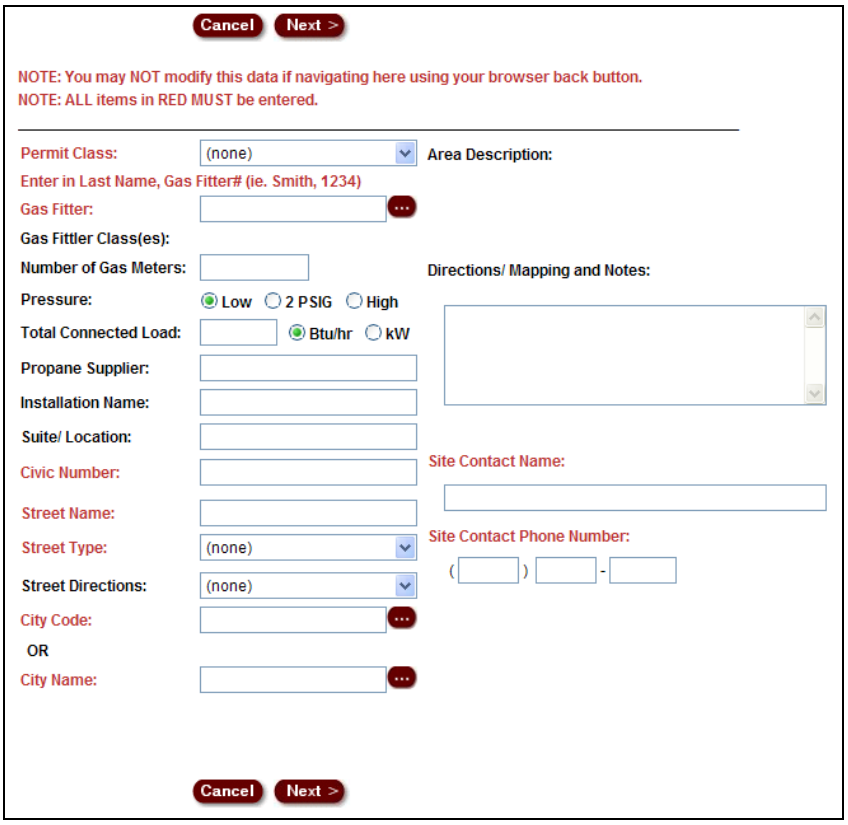
Gas Permits

The following topics contain detailed instructions:

- Request a New Installation Permit (see page 7)
- List Your Active Product Approvals (see page 26)
- Search Product Approvals by Product Approval Number (see page 27)
- Search Product Approvals by Specific Date (see page 16)
- Search Product Approvals by Date Range (see page 29).

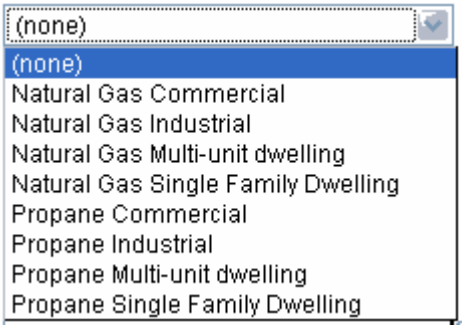
Request a New Installation Permit

In the Gas Permits section of the menu, click **New Installation Permit**. You will go to the New Installation Permit Entry screen. This screen contains fields that you fill in with information about the permit and the installation. All fields with red labels are required.



The following points describe filling out the New Installation Permit Entry screen in detail.

`Permit Class` (selection list, required):
Start your application by selecting a permit class.



Gas Fitter (*Last Name*, comma, space, *Gas Fitter Number*)
Enter the gas fitter's *last name* and *gas fitter number* separated by a comma and a space.

For example: Smith, 12345

> **Tip**
> If you don't know the gas fitter's last name or gas fitter number, you will have to contact them and ask them for it. For privacy reasons, the BCSA cannot give out this information.

Press the <Tab> key or click the lookup (...) button to the right of the field. The system checks the name and number you entered against BCSA's database. If the name and number are correct, the system will display the tradesperson's name, number, and gas fitter classes.

If you enter an *incorrect* gas fitter name and number, or if you do not separate the name and number with a comma and space, the system displays a message indicating that your search failed. Please check the name, number, and formatting and try again.

Number of Gas Meters (numeric, optional)
Type the *number of gas meters* in the building.

Pressure (selection, required for natural gas permit)
Click one of the buttons to select Low, 2 PSIG, or High.

Total Connected Load (numeric, required)
Type a number to indicate the *total connected load*, then click one of the buttons to indicate either BTUs per hour or Kilowatts. Do not use commas in the number (e.g. enter 10000 not 10,000).

Propane Supplier (alphanumeric, required for propane permit)
Type the *supplier name* or type unknown if you do not know the name of the supplier.

Installation Name (alphanumeric, optional)
Type the *name of the client* for whom the work is being done.

Suite/Location (alphanumeric, optional)
Type the *suite number* and/or location within a building (if applicable) for example, "Suite 3" or "upstairs only" or "laundry room".

Civic Number (alphanumeric, required)
Type the *civic number* (if applicable). If there is no civic number, type 0.

Street Name (alphanumeric, required)
Type the *street name*. If there is no street name, type none.

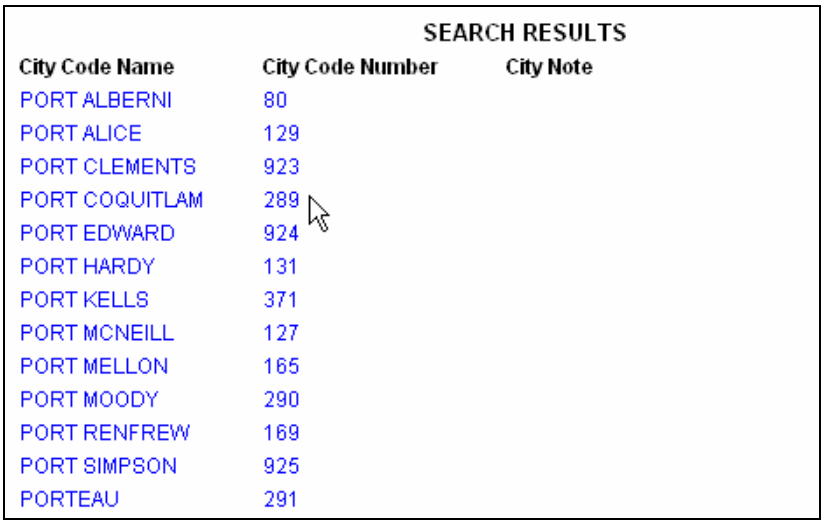
Street Type (selection list, required)
Select a *street type* from the list (for example, boulevard, avenue, or terrace). If you press the first letter of the street type you want, you will cycle through all the list items that begin with that letter. For example, press B four times to select Boulevard or press S three times to select Street. If there is no street type, select Street as the default.

Street Directions (selection list, optional)
If it helps to clarify the location, you can click the Street Directions list and select N, E, S, W, NW, NE, SE, or SW to indicate north, east, south, west, northwest, northeast, southeast, or southwest.

City Code (numeric) or
City Name (alphanumeric)
To specify a city code or city name, fill in one of these fields (but not both).

If you know the *city code*, type it into the City Code field and press the <Tab> key or click the lookup (...) button to the right of the field. The system looks up the code number. If the number is valid, the system adds the city name to the Permit Entry screen.

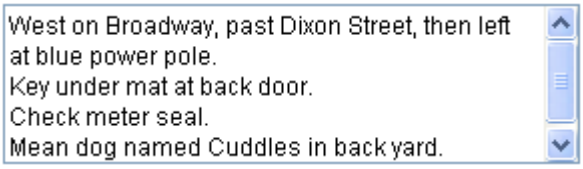
If you don't know the city code, you can enter a *city name* or a *partial city name* in the City Name field. You must type at least two characters—the less you type, the broader your search will be. Press the <Tab> key or click the lookup (...) button to the right of the field. If only one city name matches your input, the system adds the city code to the Permit Entry screen. If more than one city name matches your input, you will go to a Search Results window containing all matching city names. Click the one you want, and the system will transfer the city name and code to the Permit Entry screen.



City Name Search Results window (using "Port" as input)

Note
In some cities, the Customer Services Branch does not inspect installations under 2 PSIG or appliances under 409,600 BTUs. To obtain permits for such installations and appliances, see the appropriate municipality.

`Directions/Mapping and Notes` (alphanumeric, optional)
If you want to provide the safety officer with directions or other helpful information, you can type a ***`brief note`*** in the Directions/Mapping and Notes box.


West on Broadway, past Dixon Street, then left
at blue power pole.
Key under mat at back door.
Check meter seal.
Mean dog named Cuddles in back yard.

If the Safety Officer needs to speak to someone on site, or if they need to get access to the site, they will require a contact name and phone number.

`Site Contact Name` (alphanumeric, required)

Type the name of a person who will be available on site.

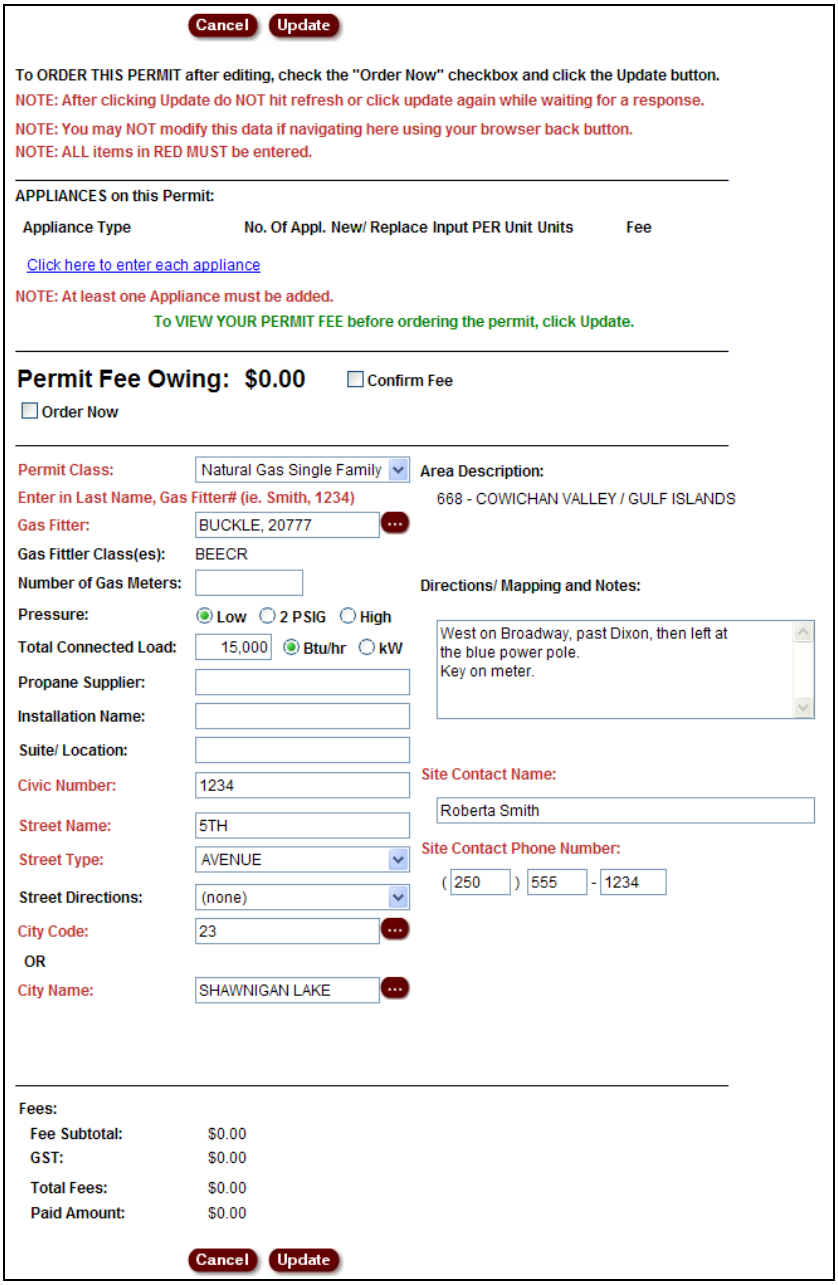
`Site Contact Phone Number` (numeric, required)

Type the ***`site contact phone number`***, including the area code.

After filling in the Permit Entry screen, click **Next** to go to the Permit Review/Order Screen.

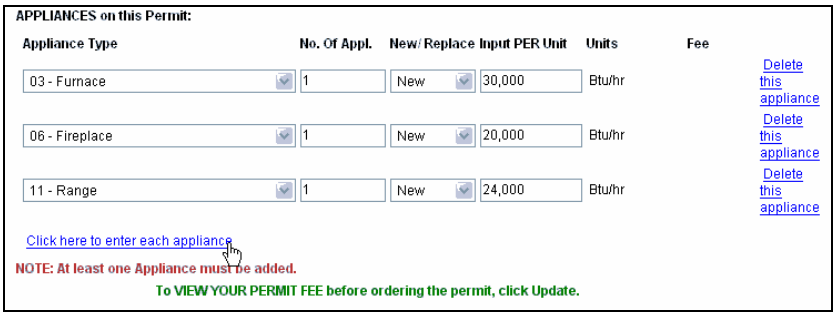
Permit Review/Order Screen

The Permit Review/Order screen lets you review the information you have provided, add appliances, make any changes that are necessary, and order the permit.



Adding Appliances

Before ordering the permit, you must specify information about the appliances you are installing. As you add one or more appliances to the permit, the system totals the fees at the bottom of the screen. In the APPLIANCES section, click the link to add an appliance.



For each appliance, click the link and then specify:

`Appliance Type` (select from list, required)
In the Appliance Type list, select an ***`appliance type`***.

`No. of Appl.` (numeric, required)
Type the ***`number`*** of appliances (of the type specified in the first field) that you are installing.

`New/Replace` (select from list, required)
Select **New** or **Replace**.

`Input PER Unit` (numeric, required)
For items such as ranges or furnaces, type the ***`BTU rating`*** of **each** appliance, in thousands of BTUs per hour.

Important

For items such as Piping, type the ***`length in meters`*** (not in BTUs). For Vents, enter the ***`total number of vents`*** you are installing. The value in this field will affect the permit fee.

Repeat the process of adding appliances until you have specified all the items that are to be used in your install. If you need to remove an appliance from the list, click the **Delete this appliance** link at the right of an item.

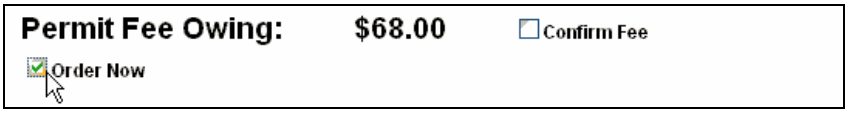
While you are adding appliances to the permit, you can click the **Update** button at the top or bottom of the screen at any time. This will display the fee for each appliance (beside each appliance) and the total of all fees (at the bottom of the screen).

Reviewing and Ordering the Permit

Review the rest of the information carefully. If you see something wrong, you can still change any of the fields. If you make any changes, click **Update** so the system can make any necessary adjustments to the permit and the fee.

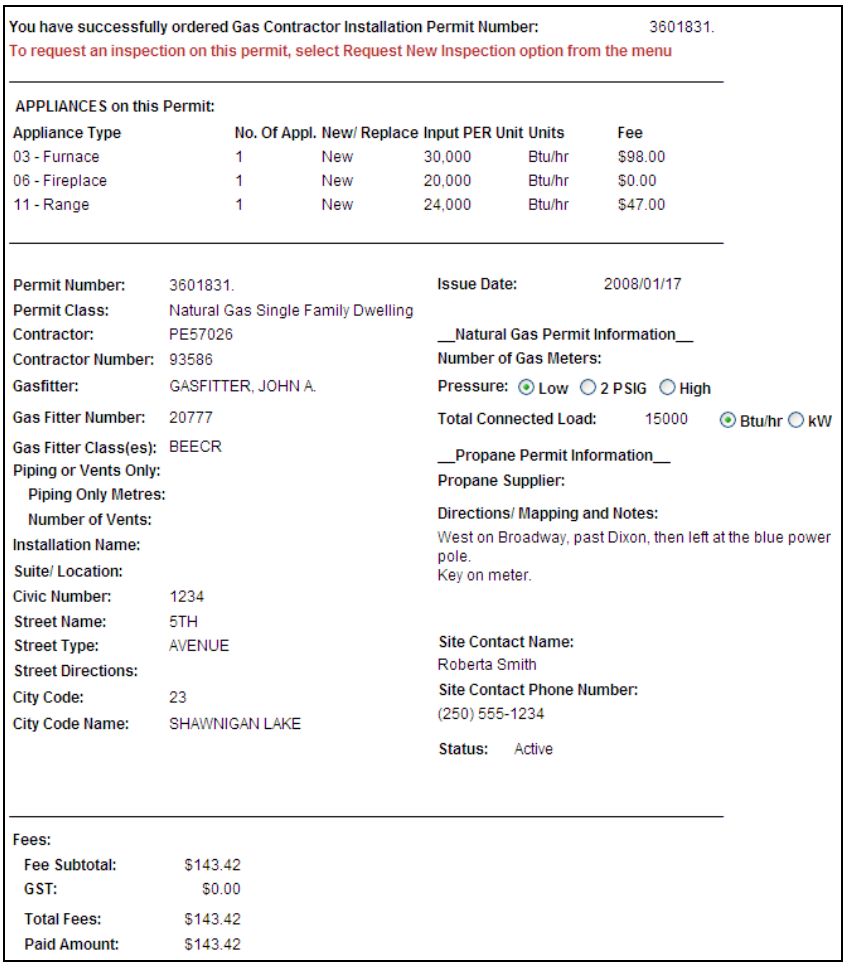
`Confirm Fee` (check box, optional)
If the permit fee is over $1000, you must confirm the amount by checking the **Confirm Fee** box.

Once you are satisfied that everything is correct, check the **Order Now** box and click **Update**. The system will order the permit.



Checking the Order Now box

When the process is complete, you will go to the Permit Summary screen, which shows the permit number and a complete summary of the information you provided..



You have successfully ordered Gas Contractor Installation Permit Number: 3601831.
To request an inspection on this permit, select Request New Inspection option from the menu

APPLIANCES on this Permit:

Appliance Type	No. Of Appl.	New/ Replace	Input PER Unit	Units	Fee
03 - Furnace	1	New	30,000	Btu/hr	$98.00
06 - Fireplace	1	New	20,000	Btu/hr	$0.00
11 - Range	1	New	24,000	Btu/hr	$47.00

Permit Number: 3601831.
Permit Class: Natural Gas Single Family Dwelling
Contractor: PE57026
Contractor Number: 93586
Gasfitter: GASFITTER, JOHN A.
Gas Fitter Number: 20777
Gas Fitter Class(es): BEECR
Piping or Vents Only:
Piping Only Metres:
Number of Vents:
Installation Name:
Suite/ Location:
Civic Number: 1234
Street Name: 5TH
Street Type: AVENUE
Street Directions:
City Code: 23
City Code Name: SHAWNIGAN LAKE

Issue Date: 2008/01/17
__Natural Gas Permit Information__
Number of Gas Meters:
Pressure: Low 2 PSIG High
Total Connected Load: 15000 Btu/hr kW
__Propane Permit Information__
Propane Supplier:
Directions/ Mapping and Notes:
West on Broadway, past Dixon, then left at the blue power pole.
Key on meter.
Site Contact Name:
Roberta Smith
Site Contact Phone Number:
(250) 555-1234
Status: Active

Fees:
Fee Subtotal: $143.42
GST: $0.00
Total Fees: $143.42
Paid Amount: $143.42

List Your Active Permits

Use the List Active Permits option to list all permits that have been requested under your contractor number, but that have not yet been through final inspection.

Note

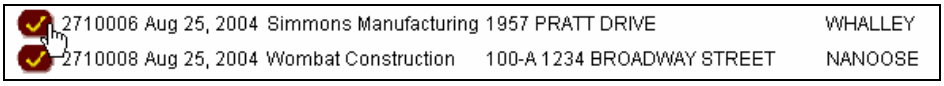
If you have a large number of active permits, this transaction might take some time. If you have only one active permit, you will bypass this list and go straight to the View Permit screen.

In the Gas Permits section of the menu, click **List Active Permits**. You will go to the Active Permits List screen.

Permit Number	Issued Date	Installation Name	Address	City Code Name
2001105	Nov 5, 2003	test	test 234 7542166 TEST ALLEE	SALTAIRE
2016380	Feb 4, 2004		1 1 BOULEVARD	PENTICTON MAIN ST W
2016946	Feb 23, 2004		1234 SADF ABBEY	OSOYOOS
2016947	Feb 23, 2004		SADF ASFD SENTIER	OSOYOOS
2016987	Feb 24, 2004		ASDF AF SENTIER	OSOYOOS
2017031	Feb 25, 2004		SDFA ASDF DALE	OSOYOOS
2017073	Feb 26, 2004		4500 WILSON RIDGE	SHAWNIGAN LAKE
2700434	Mar 11, 2004		ADS ASDF ABBEY	HEMLOCK VALLEY
2700435	Mar 11, 2004		ZSDF SDF AUTOROUTE	HEMLOCK VALLEY
2700902	Mar 18, 2004		1 1 1 BY-PASS	C.R.D. TO MALAHAT
2700903	Mar 18, 2004		1 1 BOULEVARD	C.R.D. TO MALAHAT
2702184	Apr 5, 2004		4444 MARK COTE	SHAWNIGAN LAKE
2708861	Jun 29, 2004		4000 SEYMOUR PLACE	SHAWNIGAN LAKE
2709658	Jul 9, 2004		444 WILSON CERCLE	SATURNA ISLAND
2710006	Aug 25, 2004	Simmons Manufacturing	1957 PRATT DRIVE	WHALLEY
2710008	Aug 25, 2004	Wombat Construction	100-A 1234 BROADWAY STREET	NANOOSE

The Active Permits List screen displays all your active permits, showing the permit number, the date the permit was issued, the installation name, the address, and the city code name. You can click the column headings to sort the list by permit number, date issued, and so on. Click a column heading again to reverse the sort order.

To view a detailed report of a permit's contents and history, click one of the selection buttons at the left of the screen.


2710006 Aug 25, 2004 Simmons Manufacturing 1957 PRATT DRIVE WHALLEY
2710008 Aug 25, 2004 Wombat Construction 100-A 1234 BROADWAY STREET NANOOSE

Selecting a permit for display

Search Permits by Permit Number

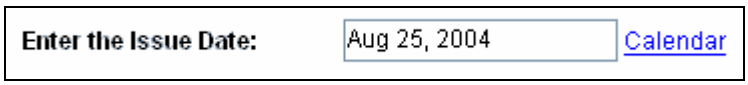
In the Gas Permits section of the menu, click the **Search by Permit No** option to search for a specific permit. The system will display the Permit Number field.

`Permit Number` (numeric, required)
Type in an existing *`permit number`*, then click **Go**. If the permit number is valid, the system will display the permit.

Search Permits by Specific Date

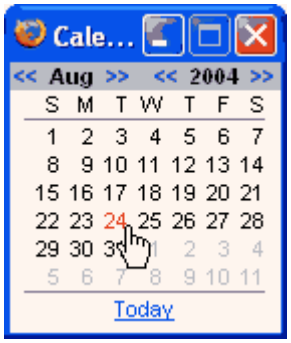
This option lists all permits requested under your contractor number on a particular date (after December 1, 2003).

In the Gas Permits section of the menu, click the **Search by Specific Date** option to search for all permits issued to you on one specific day. The system will display the Issue Date field.

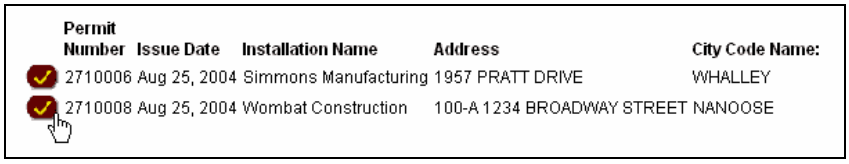


There are two ways to specify a date.

1. You can delete the existing date and enter a new date in the format MMM DD, YYYY, where MMM is a contraction for a month, DD is a day, and YYYY is a year.
2. An easier way is to click the **Calendar** link to the right of the field. This brings up a calendar widget you can manipulate to specify a date. Click the << and >> buttons to select an earlier or later month or year. When you get to the month and year you want, just click the date. The system will transfer the date from the calendar to the input field.



Once you have specified a date, click **Go**. You will go to the Permit List screen.


Permit Number
Issue Date
Installation Name
Address
City Code Name:
2710006 Aug 25, 2004 Simmons Manufacturing 1957 PRATT DRIVE WHALLEY
2710008 Aug 25, 2004 Wombat Construction 100-A 1234 BROADWAY STREET NANOOSE

The Permit List screen displays all the permits that were issued to your account on the date you specified. The list shows the permit number, date issued, installation name, address, and city code name. You can click the column headings to sort the list. Click a column heading again to reverse the sort order.

To view a detailed report of the permit's contents and history, click one of the selection buttons at the left of the screen.

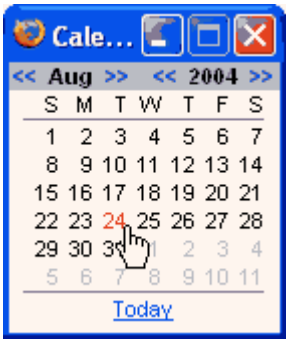
Search Permits by Date Range

This option lists all permits requested under your contractor number between two dates that you specify (after December 1, 2003).

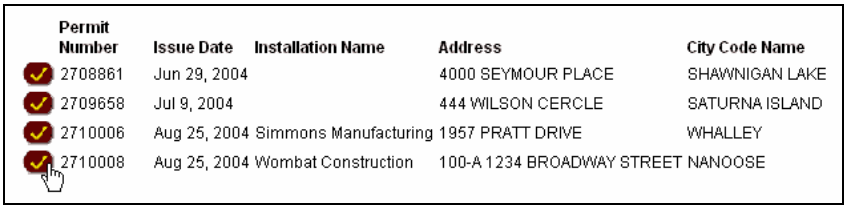
In the Gas Permits section of the menu, click the **Search by Date Range** option. The system will display the Date Range fields, where you can specify a start and end date.

There are two ways to specify the dates.

1. You can delete the existing date and enter a new date in the format MMM DD, YYYY, where MMM is a contraction for a month, DD is a day, and YYYY is a year.
2. An easier way is to click the **Calendar** links to the right of the fields. This brings up a calendar widget you can manipulate to specify start and end dates. Click the << and >> buttons to select an earlier or later month or year. When you get to the month and year you want, just click the date. The system will transfer the date from the calendar to the input field.



Once you have specified a date range, click **Go**. You will go to the Permit List screen.



Permit Number	Issue Date	Installation Name	Address	City Code Name
2708861	Jun 29, 2004		4000 SEYMOUR PLACE	SHAWNIGAN LAKE
2709658	Jul 9, 2004		444 WILSON CERCLE	SATURNA ISLAND
2710006	Aug 25, 2004	Simmons Manufacturing	1957 PRATT DRIVE	WHALLEY
2710008	Aug 25, 2004	Wombat Construction	100-A 1234 BROADWAY STREET	NANOOSE

The Permit List screen displays all the permits that were issued to your account between the dates you specified. The list shows the permit number, issue date, installation name, address, and city code name. You can click the column headings to sort the list by permit number, issue date, installation name, and so on. Click a column heading again to reverse the sort order.

To view a detailed report of the permit's contents and history, click one of the selection buttons at the left of the screen.

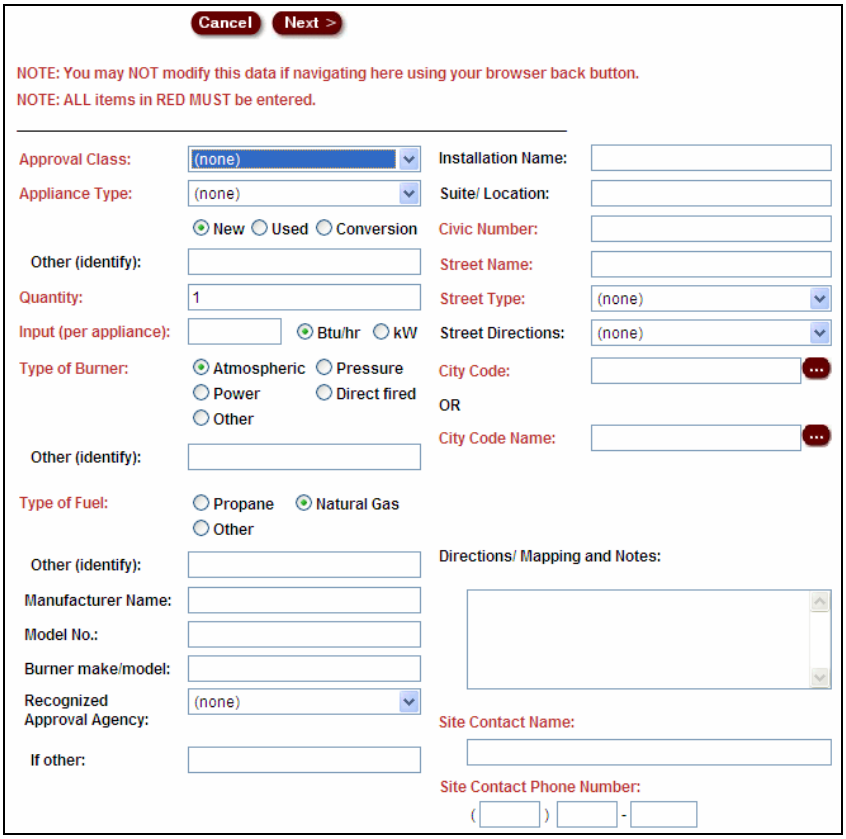
Gas Product Approvals

The following topics contain detailed instructions:

- Request a New Product Approval (see page 20)
- List Your Active Product Approvals (see page 26)
- Search Product Approvals by Product Approval Number (see page 27)
- Search Product Approvals by Specific Date (see page 16)
- Search Product Approvals by Date Range (see page 29).

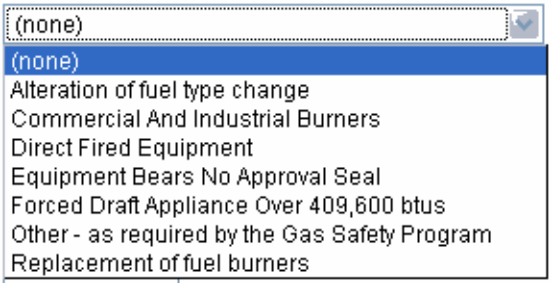
Request a New Product Approval

In the Gas Product Approvals section of the menu, click **New Product Approval**. You will go to the Gas Product Approval Entry screen. This screen contains fields that you fill in with information about the appliance and the installation. All fields with red labels are required.



The following points describe filling out the Product Approval Entry screen in detail.

`Approval Class` ((selection list, required)
Start your application by selecting an approval class.


(none)
(none)
Alteration of fuel type change
Commercial And Industrial Burners
Direct Fired Equipment
Equipment Bears No Approval Seal
Forced Draft Appliance Over 409,600 btus
Other - as required by the Gas Safety Program
Replacement of fuel burners

`Appliance Type`: (select from list, required)
Click the Appliance Type list and select an appliance type, then click one of the buttons to indicate whether the appliance is new, used, or a conversion. If none of the types shown in the list describes the appliance, type a description in the Other (identify) field.

Quantity (numeric, required)
Type the *number* of appliances that you are installing.

Input per appliance (numeric, required)
Type the appliance's *input rating*, then click either BTU/hr or kW to indicate whether the number refers to BTUs per hour or kilowatts.

Type of Burner (selection, required)
Click one of the buttons to select a burner type. If none of the types describes the appliance, click **Other** and type a description in the Other (identify) field.

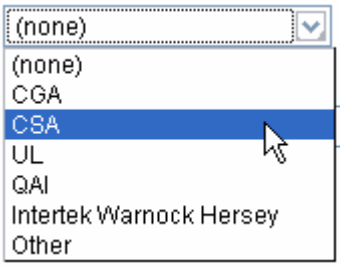
Type of Fuel (selection, required)
If none of the types shown in the list describes the appliance, click **Other** and type a description in the Other (identify) field.

Manufacturer Name (alphanumeric, optional)
Type the *name* of the appliance manufacturer.

Model No. (alphanumeric, optional)
Type the manufacturer's *model number*.

Burner make/model (alphanumeric, optional)
Type the burner manufacturer's *make and model number*.

Recognized Approval Agency (selection list, optional)
Select an approval agency from the list. If the approval agency does not appear in the list, select Other and type the agency name in the Other (identify) field.



Installation Name (alphanumeric, optional)
Type the *name of the client* for whom the work is being done.

Suite/Location (alphanumeric, optional)
Type the *suite number* and/or location within a building (if applicable) for example, "Suite 3" or "upstairs only" or "laundry room".

Civic Number (alphanumeric, required)
Type the *civic number* (if applicable). If there is no civic number, type 0.

Street Name (alphanumeric, required)
Type the *street name*. If there is no street name, type none.

Street Type (selection list, required)
Select a *street type* from the list (for example, boulevard, avenue, or terrace). If you press the first letter of the street type you want, you will cycle through all the list items that

begin with that letter. For example, press B four times to select Boulevard or press S three times to select Street. If there is no street type, select Street as the default.

`Street Directions` (selection list, optional)
If it helps to clarify the location, you can click the Street Directions list and select N, E, S, W, NW, NE, SE, or SW to indicate north, east, south, west, northwest, northeast, southeast, or southwest.

`City Code` (numeric) or
`City Name` (alphanumeric)
To specify a city code or city name, fill in one of these fields (but not both).

If you know the *`city code`*, type it into the City Code field and press the `<Tab>` key or click the lookup (...) button to the right of the field. The system looks up the code number. If the number is valid, the system adds the city name to the Permit Entry screen.

If you don't know the city code, you can enter a *`city name`* or a *`partial city name`* in the City Name field. You must type at least two characters—the less you type, the broader your search will be. Press the `<Tab>` key or click the lookup (...) button to the right of the field. If only one city name matches your input, the system adds the city code to the Permit Entry screen. If more than one city name matches your input, you will go to a Search Results window containing all matching city names. Click the one you want, and the system will transfer the city name and code to the Permit Entry screen.

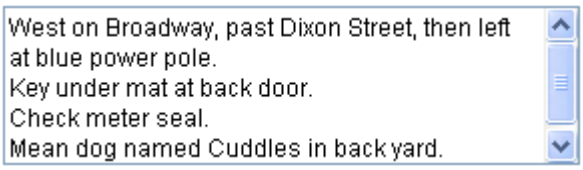
SEARCH RESULTS

City Code Name	City Code Number	City Note
PORT ALBERNI	80	
PORT ALICE	129	
PORT CLEMENTS	923	
PORT COQUITLAM	289	
PORT EDWARD	924	
PORT HARDY	131	
PORT KELLS	371	
PORT MCNEILL	127	
PORT MELLON	165	
PORT MOODY	290	
PORT RENFREW	169	
PORT SIMPSON	925	
PORTEAU	291	

City Name Search Results window (using "Port" as input)

Note
In some cities, the Customer Services Branch does not inspect installations under 2 PSIG or appliances under 409,600 BTUs. To obtain permits for such installations and appliances, see the appropriate municipality.

`Directions/Mapping and Notes` (alphanumeric, optional)
If you want to provide the safety officer with directions or other helpful information, you can type a *`brief note`* in the Directions/Mapping and Notes box.


West on Broadway, past Dixon Street, then left
at blue power pole.
Key under mat at back door.
Check meter seal.
Mean dog named Cuddles in back yard.

If the Safety Officer needs to speak to someone on site, or if they need to get access to the site, they will require a contact name and phone number.

`Site Contact Name` (alphanumeric, required)

Type the name of a person who will be available on site.

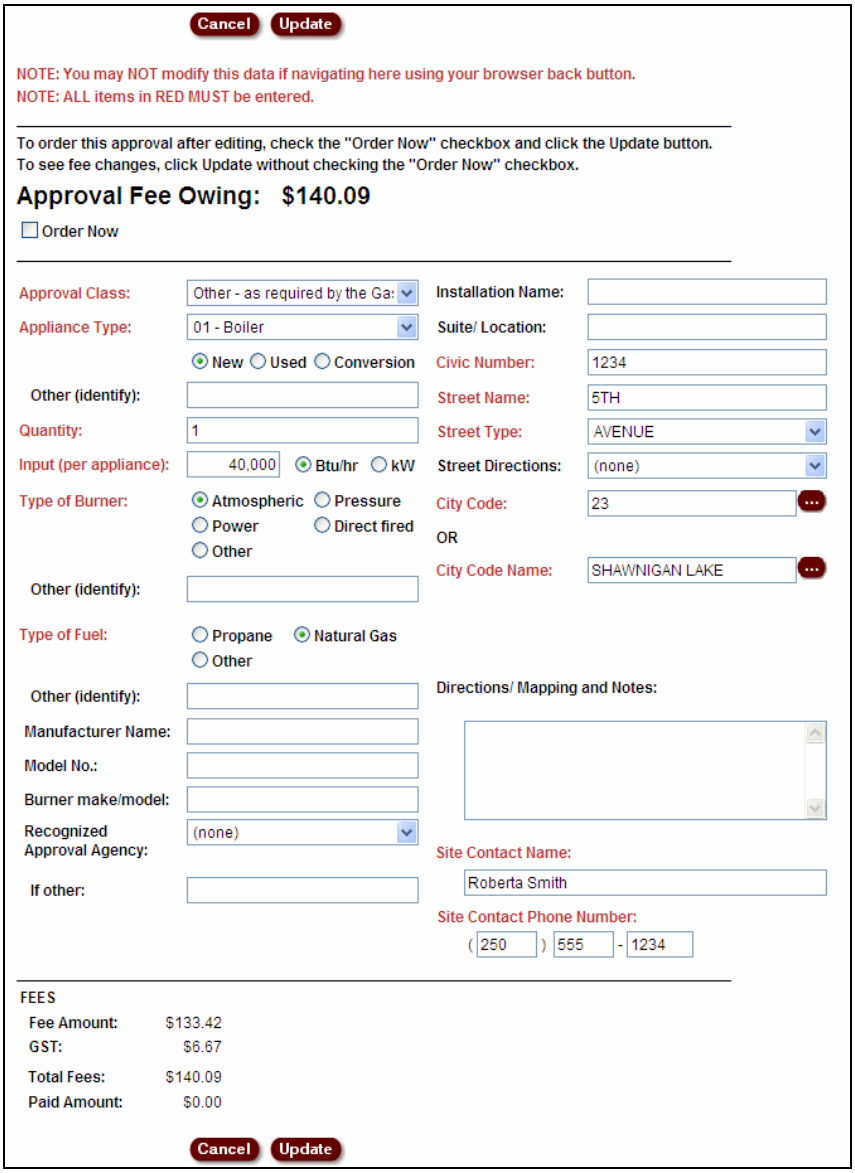
`Site Contact Phone Number` (numeric, required)

Type the *`site contact phone number`*, including the area code.

After filling in the Permit Entry screen, click **Next** to go to the Permit Review/Order Screen.

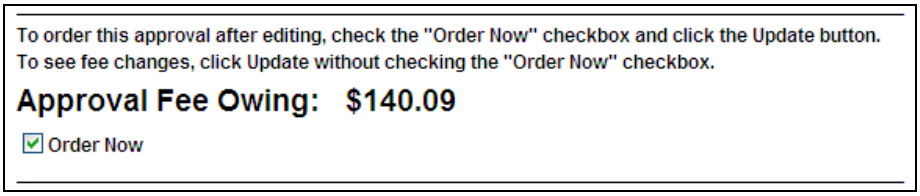
Permit Review/Order Screen

The Permit Review/Order screen lets you review the information on the screen, make any changes that are necessary, and order the permit.


Cancel
Update
NOTE: You may NOT modify this data if navigating here using your browser back button.
NOTE: ALL items in RED MUST be entered.
To order this approval after editing, check the "Order Now" checkbox and click the Update button.
To see fee changes, click Update without checking the "Order Now" checkbox.
Approval Fee Owing: $140.09
Order Now
Approval Class: Other - as required by the Ga
Appliance Type: 01 - Boiler
New Used Conversion
Other (identify):
Quantity: 1
Input (per appliance): 40,000 Btu/hr kW
Type of Burner: Atmospheric Pressure Power Direct fired Other
Other (identify):
Type of Fuel: Propane Natural Gas Other
Other (identify):
Manufacturer Name:
Model No.:
Burner make/model:
Recognized Approval Agency: (none)
If other:
Installation Name:
Suite/ Location:
Civic Number: 1234
Street Name: 5TH
Street Type: AVENUE
Street Directions: (none)
City Code: 23
OR
City Code Name: SHAWNIGAN LAKE
Directions/ Mapping and Notes:
Site Contact Name: Roberta Smith
Site Contact Phone Number: (250) 555 - 1234
FEES
Fee Amount: $133.42
GST: $6.67
Total Fees: $140.09
Paid Amount: $0.00
Cancel
Update

Review the information carefully. If you see something wrong, you can still change any of the fields. If you make any changes, click **Update** so the system can make any necessary adjustments to the permit and the fee.

Once you are satisfied that everything is correct, check the **Order Now** box and click **Update**. The system will order the permit.

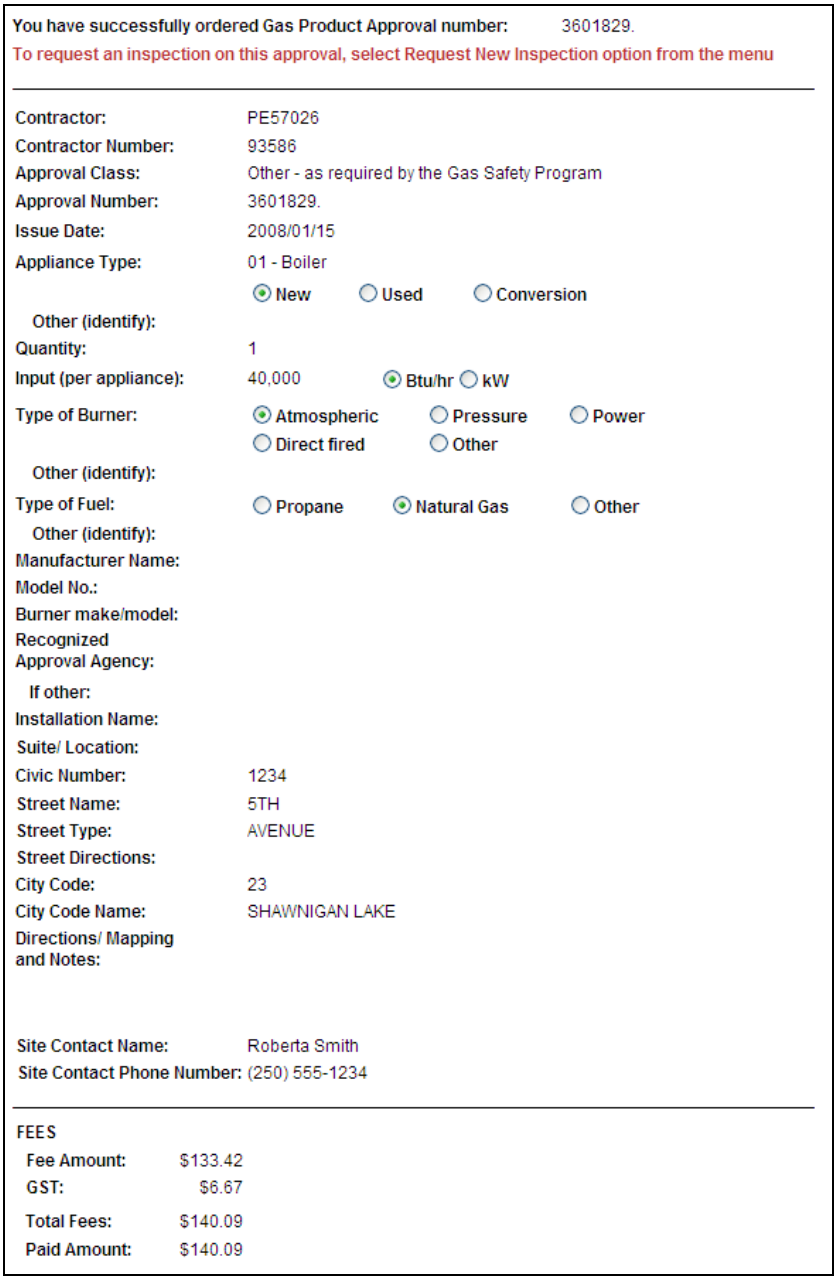

To order this approval after editing, check the "Order Now" checkbox and click the Update button.
To see fee changes, click Update without checking the "Order Now" checkbox.

Approval Fee Owing: $140.09

☑ Order Now

Checking the Order Now box

When the process is complete, you will go to the Permit Summary screen, which shows the permit number and a complete summary of the information you provided.


You have successfully ordered Gas Product Approval number: 3601829.

To request an inspection on this approval, select Request New Inspection option from the menu

Contractor:	PE57026
Contractor Number:	93586
Approval Class:	Other - as required by the Gas Safety Program
Approval Number:	3601829.
Issue Date:	2008/01/15
Appliance Type:	01 - Boiler
	◉ New ○ Used ○ Conversion
Other (identify):	
Quantity:	1
Input (per appliance):	40,000 ◉ Btu/hr ○ kW
Type of Burner:	◉ Atmospheric ○ Pressure ○ Power ○ Direct fired ○ Other
Other (identify):	
Type of Fuel:	○ Propane ◉ Natural Gas ○ Other
Other (identify):	
Manufacturer Name:	
Model No.:	
Burner make/model:	
Recognized Approval Agency:	
If other:	
Installation Name:	
Suite/ Location:	
Civic Number:	1234
Street Name:	5TH
Street Type:	AVENUE
Street Directions:	
City Code:	23
City Code Name:	SHAWNIGAN LAKE
Directions/ Mapping and Notes:	
Site Contact Name:	Roberta Smith
Site Contact Phone Number:	(250) 555-1234

FEES

Fee Amount:	$133.42
GST:	$6.67
Total Fees:	$140.09
Paid Amount:	$140.09

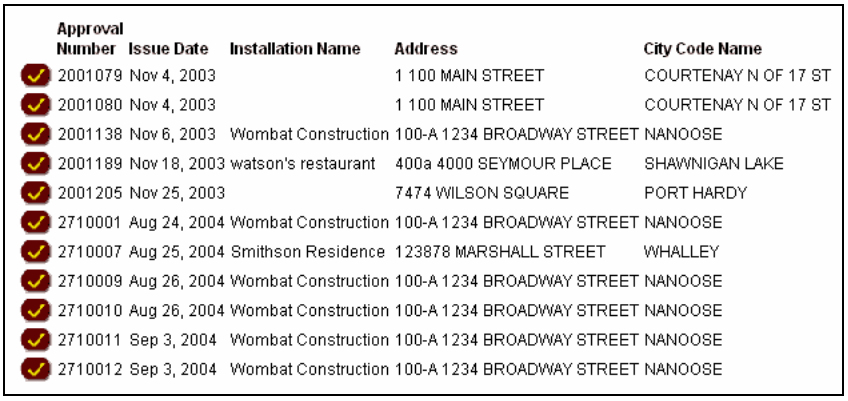
List Your Active Product Approvals

Use the List Active Product Approvals option to list all product approvals that have been requested under your contractor number, but that have not yet been through final inspection.

Note

If you have a large number of active product approvals, this transaction might take some time. If you have only one active product approval, you will bypass this list and go straight to the View Product Approvals screen.

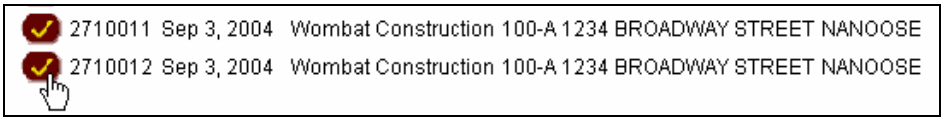
In the Gas Product Approvals section of the menu, click **List Active Product Approvals**. You will go to the Active Product Approvals List screen.



Approval Number	Issue Date	Installation Name	Address	City Code Name
2001079	Nov 4, 2003		1 100 MAIN STREET	COURTENAY N OF 17 ST
2001080	Nov 4, 2003		1 100 MAIN STREET	COURTENAY N OF 17 ST
2001138	Nov 6, 2003	Wombat Construction	100-A 1234 BROADWAY STREET	NANOOSE
2001189	Nov 18, 2003	watson's restaurant	400a 4000 SEYMOUR PLACE	SHAWNIGAN LAKE
2001205	Nov 25, 2003		7474 WILSON SQUARE	PORT HARDY
2710001	Aug 24, 2004	Wombat Construction	100-A 1234 BROADWAY STREET	NANOOSE
2710007	Aug 25, 2004	Smithson Residence	123878 MARSHALL STREET	WHALLEY
2710009	Aug 26, 2004	Wombat Construction	100-A 1234 BROADWAY STREET	NANOOSE
2710010	Aug 26, 2004	Wombat Construction	100-A 1234 BROADWAY STREET	NANOOSE
2710011	Sep 3, 2004	Wombat Construction	100-A 1234 BROADWAY STREET	NANOOSE
2710012	Sep 3, 2004	Wombat Construction	100-A 1234 BROADWAY STREET	NANOOSE

The Active Product Approvals List screen displays all your active product approvals, showing the approval number, the issue date, the installation name, the address, and the city code name. You can click the column headings to sort the list by approval number, date issued, and so on. Click a column heading again to reverse the sort order.

To view a detailed report of a product approval's contents and history, click one of the selection buttons at the left of the screen.


2710011 Sep 3, 2004 Wombat Construction 100-A 1234 BROADWAY STREET NANOOSE
2710012 Sep 3, 2004 Wombat Construction 100-A 1234 BROADWAY STREET NANOOSE

Selecting a product approval for display

Search Product Approvals by Product Approval Number

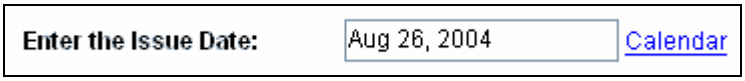
In the Gas Product Approvals section of the menu, click the **Search by Approval No** option to search for a specific product approval. The system will display the Approval Number field.

`Approval Number` (numeric, required)
Type in an existing *`approval number`*, then click **Go**. If the approval number is valid, the system will display the approval.

Search Product Approvals by Specific Date

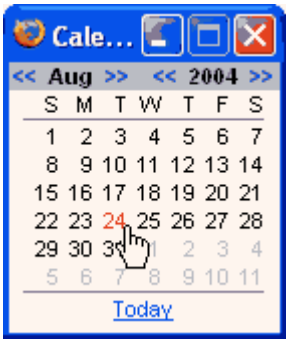
This option lists all product approvals requested under your contractor number on a particular date (after December 1, 2003).

In the Gas Product Approvals section of the menu, click the **Search by Specific Date** option to search for all product approvals issued to you on one specific day. The system will display the Issue Date field.

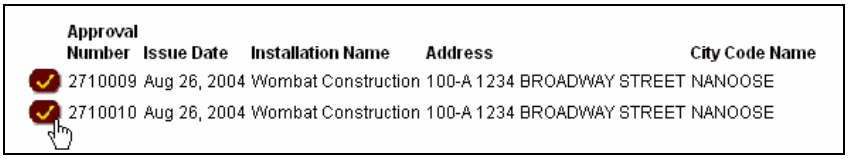


There are two ways to specify a date.

1. You can delete the existing date and enter a new date in the format MMM DD, YYYY, where MMM is a contraction for a month, DD is a day, and YYYY is a year.
2. An easier way is to click the **Calendar** link to the right of the field. This brings up a calendar widget you can manipulate to specify a date. Click the << and >> buttons to select an earlier or later month or year. When you get to the month and year you want, just click the date. The system will transfer the date from the calendar to the input field.



Once you have specified a date, click **Go**. You will go to the Product Approval List screen.


Approval Number
Issue Date
Installation Name
Address
City Code Name
2710009 Aug 26, 2004 Wombat Construction 100-A 1234 BROADWAY STREET NANOOSE
2710010 Aug 26, 2004 Wombat Construction 100-A 1234 BROADWAY STREET NANOOSE

The Product Approval List screen displays all the product approvals that were issued to your account on the date you specified. The list shows the approval number, date issued, installation name, address, and city code name. You can click the column headings to sort the list. Click a column heading again to reverse the sort order.

To view a detailed report of the product approval's contents and history, click one of the selection buttons at the left of the screen.

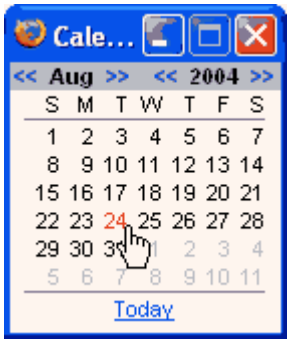
Search Product Approvals by Date Range

This option lists all product approvals requested under your contractor number between two dates that you specify (after December 1, 2003).

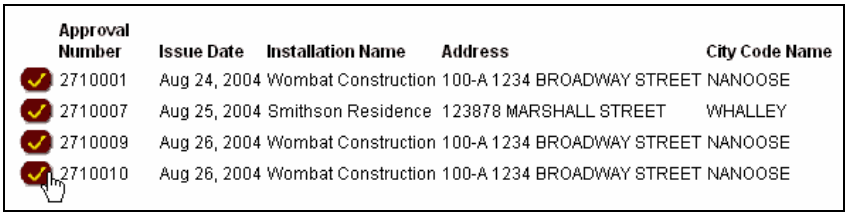
In the Gas Product Approvals section of the menu, click the **Search by Date Range** option. The system will display the Date Range fields, where you can specify a start and end date.

There are two ways to specify the dates.

1. You can delete the existing date and enter a new date in the format MMM DD, YYYY, where MMM is a contraction for a month, DD is a day, and YYYY is a year.
2. An easier way is to click the **Calendar** links to the right of the fields. This brings up a calendar widget you can manipulate to specify start and end dates. Click the << and >> buttons to select an earlier or later month or year. When you get to the month and year you want, just click the date. The system will transfer the date from the calendar to the input field.



Once you have specified a date range, click **Go**. You will go to the Product Approval List screen.



Approval Number	Issue Date	Installation Name	Address	City Code Name
2710001	Aug 24, 2004	Wombat Construction	100-A 1234 BROADWAY STREET	NANOOSE
2710007	Aug 25, 2004	Smithson Residence	123878 MARSHALL STREET	WHALLEY
2710009	Aug 26, 2004	Wombat Construction	100-A 1234 BROADWAY STREET	NANOOSE
2710010	Aug 26, 2004	Wombat Construction	100-A 1234 BROADWAY STREET	NANOOSE

The Product Approval List screen displays all the approvals that were issued to your account between the dates you specified. The list shows the approval number, issue date, installation name, address, and city code name. You can click the column headings to sort the list. Click a column heading again to reverse the sort order.

To view a detailed report of the product approval's contents and history, click one of the selection buttons at the left of the screen.

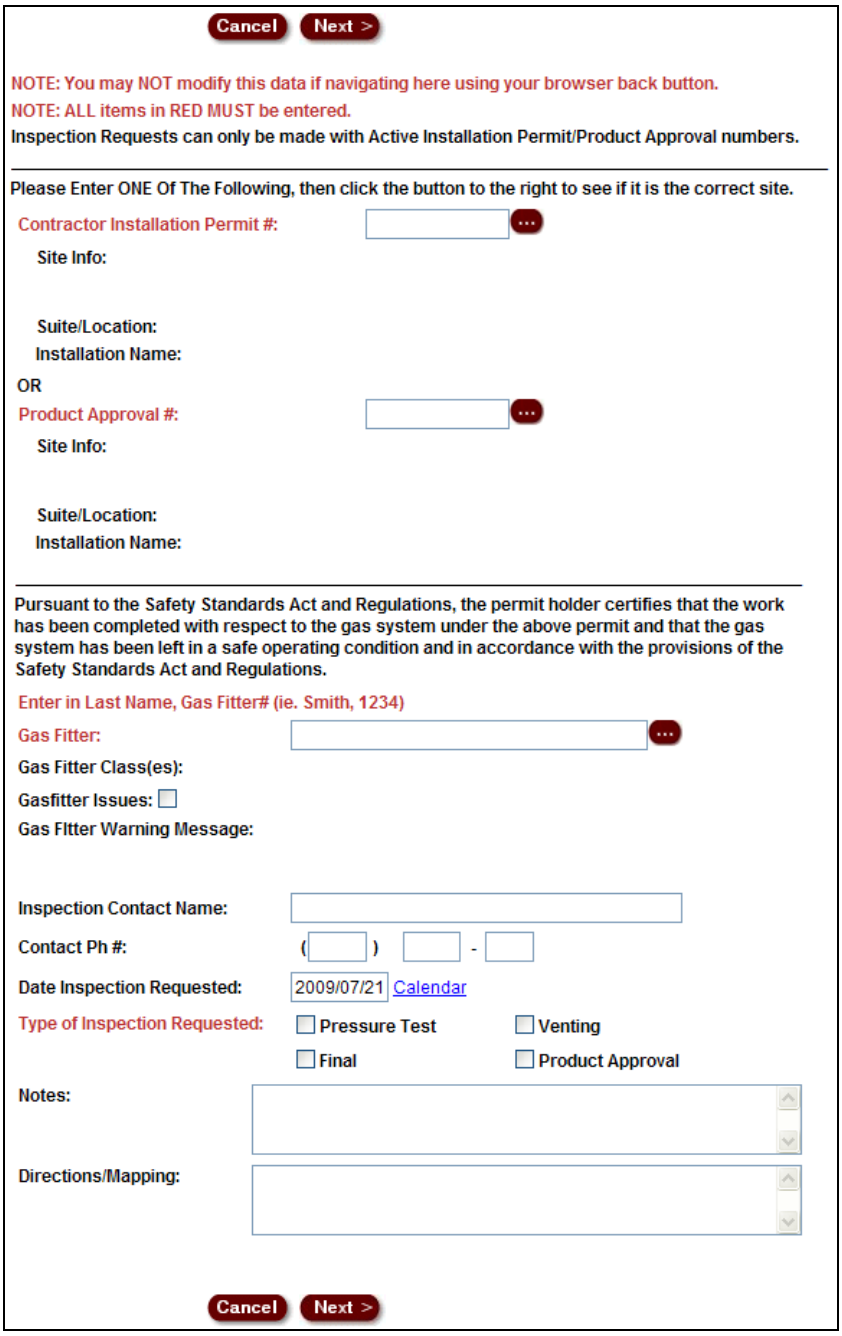
Gas Inspections

The following topics contain detailed instructions:

- Request a New Inspection (see page 32)
- Search Inspections by Permit/Approval Number (see page 37)
- Search Inspections on Permit/Product Approval (see page 38)
- View the Safety Officer and Area Directory (see page 39).

Request a New Inspection

In this two-step process, you specify information about an existing permit, then request an inspection. In the Gas Inspections section of the menu, click the **Request New Inspection** option. The system will display the Gas Inspection Request screen.


Cancel
Next >
NOTE: You may NOT modify this data if navigating here using your browser back button.
NOTE: ALL items in RED MUST be entered.
Inspection Requests can only be made with Active Installation Permit/Product Approval numbers.
Please Enter ONE Of The Following, then click the button to the right to see if it is the correct site.
Contractor Installation Permit #:
Site Info:
Suite/Location:
Installation Name:
OR
Product Approval #:
Site Info:
Suite/Location:
Installation Name:
Pursuant to the Safety Standards Act and Regulations, the permit holder certifies that the work has been completed with respect to the gas system under the above permit and that the gas system has been left in a safe operating condition and in accordance with the provisions of the Safety Standards Act and Regulations.
Enter in Last Name, Gas Fitter# (ie. Smith, 1234)
Gas Fitter:
Gas Fitter Class(es):
Gasfitter Issues:
Gas FItter Warning Message:
Inspection Contact Name:
Contact Ph #:
Date Inspection Requested:
2009/07/21
Calendar
Type of Inspection Requested:
Pressure Test
Venting
Final
Product Approval
Notes:
Directions/Mapping:
Cancel
Next >

Fill in either the Contractor Installation Permit # field or the Product Approval # field (but not both).

Contractor Installation Permit # (numeric, required) or
Product Approval # (numeric, required)
If you know the permit or product approval *number*, type it into the appropriate field, then press the <Tab> key or click the lookup (...) button to the right of the field. The system looks up the permit or product approval number. If the number is valid, the system displays the site information in the Site info field.

Gas Fitter (*Last Name*, comma, space, *Gas Fitter Number*)
Enter the gas fitter's *last name* and *gas fitter number* separated by a comma and a space.

For example: Smith, 12345

> **Tip**
> If you don't know the gas fitter's last name or gas fitter number, you will have to contact them and ask them for it. For privacy reasons, the BCSA cannot give out this information.

Press the <Tab> key or click the lookup (...) button to the right of the field. The system checks the name and number you entered against BCSA's database. If the name and number are correct, the system will display the tradesperson’s name, number, and gas fitter classes.

If you enter an *incorrect* gas fitter name and number, or if you do not separate the name and number with a comma and space, the system displays a message indicating that your search failed. Please check the name, number, and formatting and try again.

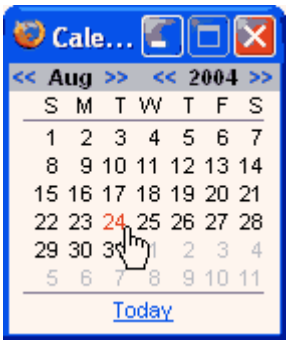
Inspection Contact Name (alphanumeric, optional)
If you know it, type the *name* of the person the safety officer should speak with regarding the installation.

Contact Ph # (numeric, optional)
If you know it, type the *phone number* of the person the safety officer should speak with regarding the installation.

Date Inspection Requested (date, optional)
This field defaults to the current date. There are two ways to specify a different *inspection date*.

1. You can delete the existing date and enter a new date in the format MMM DD, YYYY, where MMM is a contraction for a month, DD is a day, and YYYY is a year.

2. An easier way is to click the **Calendar** link to the right of the field. This brings up a calendar widget you can manipulate to specify a date. Click the << and >> buttons to select an earlier or later month or year. When you get to the month and year you want, just click the date. The system will transfer the date from the calendar to the input field.

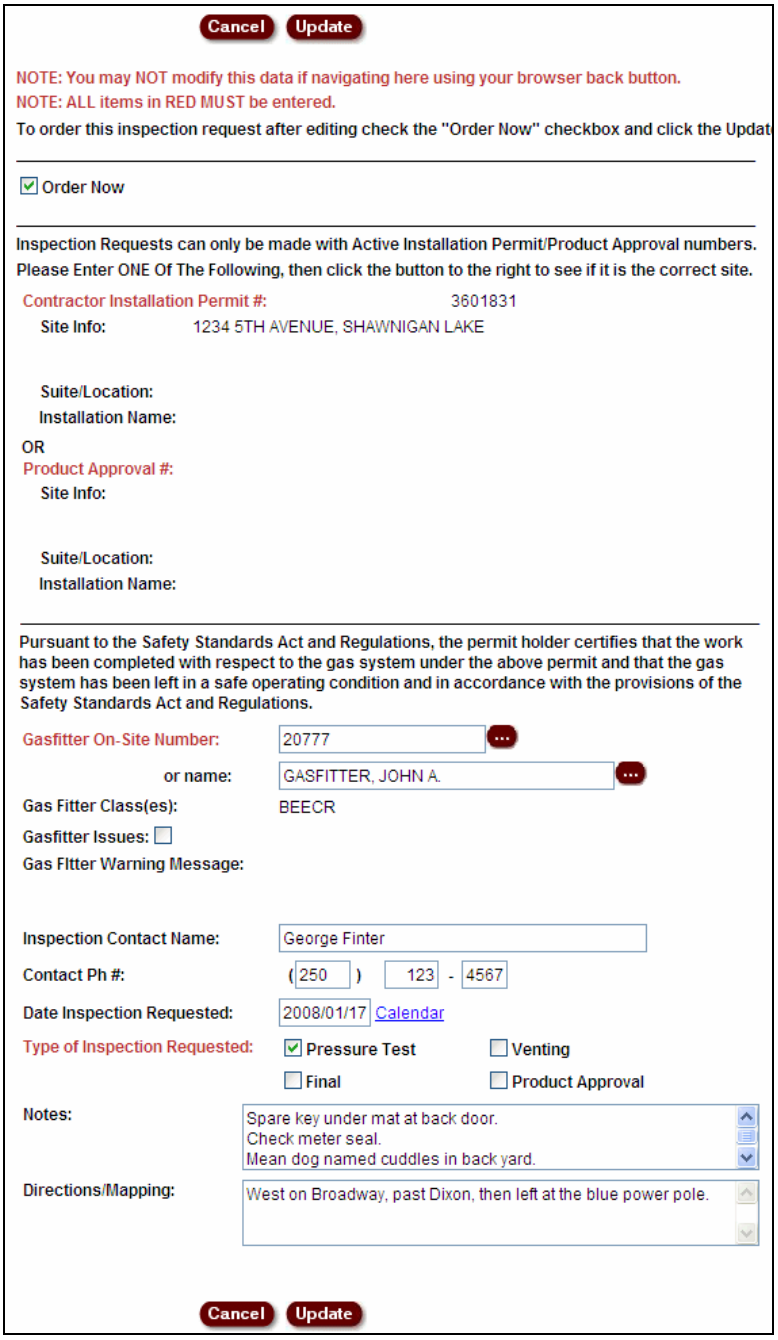


`Type of Inspection Requested` (numeric, checkboxes)
Check as many of the boxes as apply.

`Notes` (alphanumeric, optional)
If you want to send the safety officer some helpful information about the installation, you can type a ***`brief note`*** in this field.

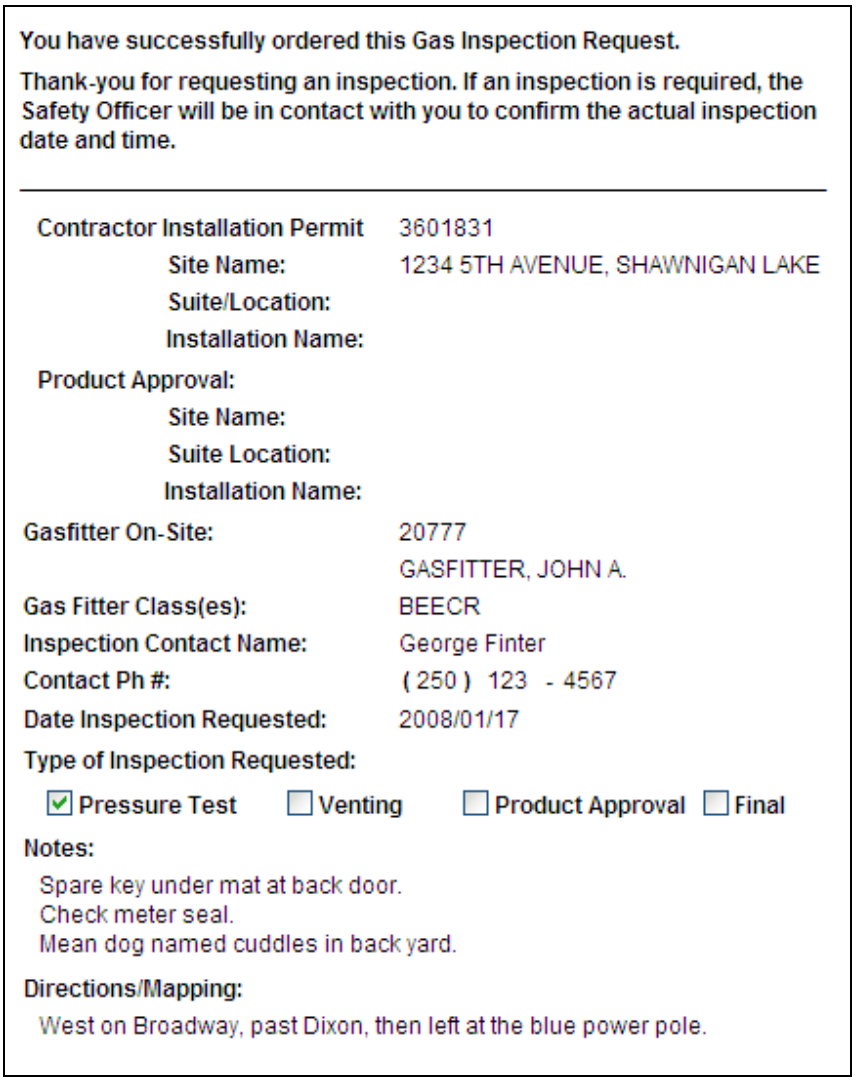
`Directions/Mapping` (alphanumeric, optional)
If you want to provide the safety officer with directions, you can type a ***`brief note`*** in this field.

After filling in the Inspection Request screen, click **Next** to go to the Order GA Inspection Request Now screen.


Cancel
Update
NOTE: You may NOT modify this data if navigating here using your browser back button.
NOTE: ALL items in RED MUST be entered.
To order this inspection request after editing check the "Order Now" checkbox and click the Updat
Order Now
Inspection Requests can only be made with Active Installation Permit/Product Approval numbers.
Please Enter ONE Of The Following, then click the button to the right to see if it is the correct site.
Contractor Installation Permit #: 3601831
Site Info: 1234 5TH AVENUE, SHAWNIGAN LAKE
Suite/Location:
Installation Name:
OR
Product Approval #:
Site Info:
Suite/Location:
Installation Name:
Pursuant to the Safety Standards Act and Regulations, the permit holder certifies that the work has been completed with respect to the gas system under the above permit and that the gas system has been left in a safe operating condition and in accordance with the provisions of the Safety Standards Act and Regulations.
Gasfitter On-Site Number: 20777
or name: GASFITTER, JOHN A.
Gas Fitter Class(es): BEECR
Gasfitter Issues:
Gas FItter Warning Message:
Inspection Contact Name: George Finter
Contact Ph #: (250) 123 - 4567
Date Inspection Requested: 2008/01/17 Calendar
Type of Inspection Requested: Pressure Test Venting Final Product Approval
Notes: Spare key under mat at back door. Check meter seal. Mean dog named cuddles in back yard.
Directions/Mapping: West on Broadway, past Dixon, then left at the blue power pole.
Cancel
Update

Review the information carefully. If you see something wrong, you can still change any of the fields. If you make any changes, click **Update** so the system can make any necessary adjustments to the inspection request.

Once you are satisfied that everything is correct, check the **Order Now** box and click **Update**. The system will display the Inspection Request Confirmation screen and request the inspection.



You have successfully ordered this Gas Inspection Request.

Thank-you for requesting an inspection. If an inspection is required, the Safety Officer will be in contact with you to confirm the actual inspection date and time.

Contractor Installation Permit	3601831
Site Name:	1234 5TH AVENUE, SHAWNIGAN LAKE
Suite/Location:	
Installation Name:	
Product Approval:	
Site Name:	
Suite Location:	
Installation Name:	
Gasfitter On-Site:	20777
	GASFITTER, JOHN A.
Gas Fitter Class(es):	BEECR
Inspection Contact Name:	George Finter
Contact Ph #:	(250) 123 - 4567
Date Inspection Requested:	2008/01/17

Type of Inspection Requested:

☑ Pressure Test ☐ Venting ☐ Product Approval ☐ Final

Notes:

Spare key under mat at back door.
Check meter seal.
Mean dog named cuddles in back yard.

Directions/Mapping:

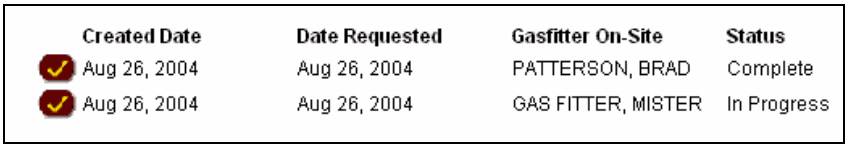
West on Broadway, past Dixon, then left at the blue power pole.

The Inspection Request Confirmation shows a summary of the information you provided.

Search Inspections by Permit/Approval Number

In the Gas Inspections section of the menu, click the **Search Requests by Permit/Approval No.** option to search for a specific inspection request. The system will display the Permit Number field.

`Permit/Approval Number` (numeric, required):
Type in a *`permit number`* or an *`approval number`* for which you have requested an inspection, and then click **Go**. If the permit/approval number is valid, the system will display the inspection request. If there is more than one request associated with the permit/approval you specified, you will get a selection list.

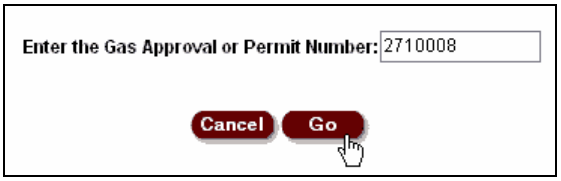


Created Date	Date Requested	Gasfitter On-Site	Status
Aug 26, 2004	Aug 26, 2004	PATTERSON, BRAD	Complete
Aug 26, 2004	Aug 26, 2004	GAS FITTER, MISTER	In Progress

The Inspection Request Index screen shows the date that the permit/approval was created, the date it was requested, the name of the on-site gasfitter, and the permit/approval's status. Click one of the selection buttons at the left of the screen to view permit/approval information.

Search Inspections on Permit/Product Approval

In the Gas Inspections section of the menu, click the **Search Inspections on Permit/Product Approval** option to search for any inspection activities associated with a specific permit or product approval. The system will display the Gas Approval or Permit Number field.



`Gas Approval or Permit Number` (numeric, required):
Type in an *`approval number`* or *`permit number`* for which you have requested an inspection, and then click **Go**. If the permit/approval number is valid, the system will display the Inspection List screen.

Printable Version	Requested Date	Type	Outcome	Date Completed
No Certificate	2004/08/26	GA CO Installation Permit - Inspection		yyyy/mm/dd
No Certificate	2004/08/26	GA CO Installation Permit - Inspection		yyyy/mm/dd

The Inspection List screen shows all inspection activities associated with the permit you specified. If the safety officer added a printable PDF *Certificate of Inspection* to the system, you can click one of the selection buttons at the left of the screen to view it.

Safety Officer and Area Directory

In the Gas Inspections section of the menu, click the **Safety Officer and Area Directory** option to look up all provincial gas safety officers by area.

The Safety Officer/Area Directory screen lists all area codes, area names, safety officer names, and safety officer telephone numbers.

Other Functions

The **Other** section lets you look up your contractor licence, or view messages of interest to gas contractors.

Your Contractor Licence

In the Other section of the menu, click the **Your Contractor Licence** option to look up your contractor licence and view information regarding your standing.

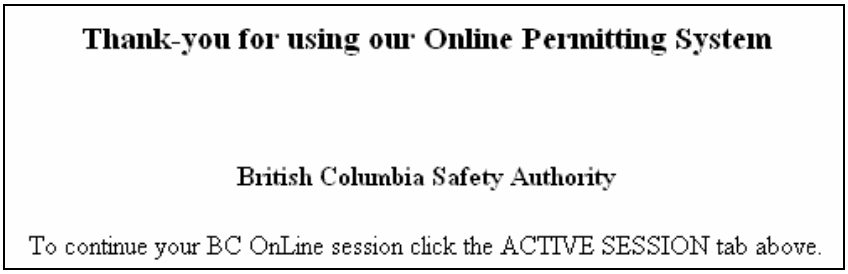
View Messages

In the Other section of the menu, click the **View Messages** option to view news items of interest to gas contractors.

Leave the BCSA System

In the Account section of the menu, click the **Leave BCSA** option to exit the Gas Permit System.

You will see a goodbye screen like the one shown below.


Thank-you for using our Online Permitting System
British Columbia Safety Authority
To continue your BC OnLine session click the ACTIVE SESSION tab above.

Click the **Active Session** tab in the BC OnLine navigation bar at the top of the screen to return to the BCSA System Access screen.

Who to Call for Help

Depending on the problem, you can call one of the following.

Internet Problems

For problems relating to your connection with the Internet, call your Internet Service Provider.

System Problems

For problems relating to BC OnLine passwords and userids, using the BC OnLine system, or connecting to and using the Gas Permit system, contact the BC OnLine help desk:

- 250-953-8200 (Victoria calling area)
- 1-800-663-6102 (toll-free in Canada)

Permit Problems

To find information on statutory requirements for permits, call the British Columbia Safety Authority toll-free at 1-866-566-7233 (1-866-566-SAFE).

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